LRO Study Guide Block 4

I. Objective 1a: Describe the roles and responsibilities of base level vehicle management

A. Organizations and Chain of Command

1. HQ USAF/A4R: sets policy for life cycle management of AF vehicles and vehicular equipment; manages personnel, training, and manpower matters

2. Warner Robins/Air Logistics Center (ALC): provides assistance in wartime for needs that are beyond MAJCOM capability; manage depot level maintenance

3. Vehicle and Equipment Management Support Office (VEMSO): an adjunct staff to all MAJCOMs; perform Vehicle Validation Visists

4. Major Commands (MAJCOMs): develop supplemental guidance and plans for vehicle management to support contingency operations in their specific theater of operation

5. Wing Commander (WG/CC): responsible to MAJCOM for the management of vehicles and equipment; support AF vehicle abuse/accident prevention policies

6. Mission Support Group Commander (MSG/CC): acts as the installation’s vehicle authorization review authority; approves the installation Vehicle Priority Recall Listing (VPRL); and the Mission Essential Level (MEL)

7. Logistics Readiness Squadron Commander (LRS/CC): ensures vehicles and equipment are managed and maintained in a safe and serviceable condition; approves and disapproves requests that exceed a vehicle’s One-Time Repair Limit (OTRL) and request for disposition

8. Vehicle Management Flight (VM): responsible for the overall management, operation and maintenance of the wing’s vehicle fleet

a. Vehicle Fleet Manager/Superintendant:

i. Establish local vehicle management procedures for assigning and using government owned, leased, or rented motor vehicles

ii. Develop local Operating Instructions to supplement existing guidance

iii. Develop and submit an annual Vehicle Management Budget

iv. Provide Vehicle Control Officer/NCO orientation

b. Customer Service Center (CSC):

i. Acts as the interface between the vehicle user and VM flight

ii. Staffed with top-notch mechanics who can make repairs if they can be accomplished within two (2) hours using low cost repair parts—if repairs cannot be done by CSC, they will initiate an AF Form 1823, Vehicle and Equipment Work Order

c. Mobile Maintenance: repairs vehicles away from the VM flight; they go to the customer to work on vehicles

d. Vehicle Management and Analysis (VM&A): ensure the efficient and economical operation of the base vehicle fleet by scheduling maintenance production, and ensuring accurate data collection

e. Multi-purpose Maintenance: responsible for the safe and serviceable repair of the installation’s military and commercial design vehicles

i. Limited Technical Inspections (LTI): performed to evaluate the current condition of a vehicle or piece of equipment to ensure it is safe, serviceable, and operationally sound—documented on an AFTO Form 91

ii. Material Deficiency Report: used to report a material failure, equipment malfunction, design deficiency, or unsafe or otherwise unsatisfactory condition

f. Material Control: responsible for managing, providing oversight, and acquiring materiel to support vehicle maintenance parts, supplies, equipment and tool requirements

i. Decentralized purchasing methods:

1. Government Purchase Card: the easiest and least expensive method of procuring parts

2. Contractor-Operated Parts Store (COPARS)

3. Ordering Parts in SBSS

ii. Bench Stock and Working Stock

1. Bench stock: expendable items are available to support the entire fleet such as nuts and bolts

2. Working stock: bulk items used for seasonal maintenance such as winterization